



ALABAMA WING CIVIL AIR PATROL
UNITED STATES AIR FORCE AUXILIARY
MAXWELL AFB, AL

1 MAR 05

MEMORANDUM FOR ALL 2005 SUMMER ENCAMPMENT PERSONNEL

FROM: DIRECTOR OF TRAINING

SUBJECT: Operations Order

- 1. MISSION:** The Alabama Wing will conduct a Summer Encampment at Ft. Rucker, in Enterprise, AL from 19-25 June 2005.
- 2. EXECUTION:** Cadet Staff members will arrive no earlier than 1100 hours and no later than 1200 hours on 18 June 2005 for training and instruction. Attendees (students) are to arrive no earlier than 1000 hours and no later than 1200 hours on 19 June 2005. All training will conclude at 1200 hours on 25 June 2005. No early arrivals are permitted without the Encampment Commander's permission.
- 3. TRANSPORTATION:** Transportation to and from the encampment site is the member's personal responsibility. Units may arrange for common transportation. Contact your unit commander for details.
- 4. COMMAND:**
 - a) **Director** – Maj. Joe Curry (jcurry@cap.gov)
 - b) **Commandant** – Maj. Michael Long (michael.long@jrsmith.com)
 - c) **Cadet Commander** – C/Lt. Col. Keith Conway
 - d) **Cadet Vice Commander** – C/Capt. Colleen Desmond
 - e) **Cadet First Sergeant** – C/CMSgt Stephanie Petelos
- 5. ENCAMPMENT SCHOOLS:** Two separate encampment tracts will be available at the 2005 Alabama encampment.
 - a) **Basic:** The Basic Training Flight will cover the modules required by CAPM 52-16. Air Force and CAP fundamentals, aerospace careers, physical fitness, cadet ethics, and drill and ceremonies will be covered. In addition, other educational activities available at Ft. Rucker will be available. This encampment will be a high intensity learning environment and is intended for cadets who have not previously earned encampment credit.
 - b) **Advanced:** Advanced Training Flight (ATF) will also be offered. The ATF was first offered two years ago to meet the growing need to prepare cadets for the leadership demands at both the encampment and squadron levels. The Encampment ATF is an element of the Alabama Wing cadet professional development program that includes the Airman Leadership School and Cadet Non-Commissioned Officer School. The ATF is meant to be a highly selective, highly intensive leadership program, loosely based on the Air Force ROTC Field Training program. Through the course, each

student will take on various leadership positions. They will also attend classroom instruction that will include such topics as military correspondence, public speaking, and leadership theory. This tract is available for those cadets NCOs and officers who have previously graduated from a basic encampment. Future encampment staff positions will require ATF completion.

6. MEMBER APPLICATIONS: Cadets applying to the 2005 Summer Encampment must have earned the Curry Achievement and be a CAP member in good standing. In addition, a basic knowledge of uniform wear, military customs and courtesies, and drill and ceremonies should exist.

All encampment applicants (not staff) should complete a CAPF 31 and a check payable to "Alabama Wing Civil Air Patrol". Encampment cost will be \$95 and must be received by 1 May 2005. The CAPF 31 should denote which encampment (Basic or Advanced) that is being requested. T-shirt size should be listed in the remarks section of the CAPF 31 for all participants. Applications received after 1 May 2005 will be reviewed on a case by case basis and may be assessed a higher registration fee to offset equipment and food orders. No refunds will be allowed for no-shows. Applications will be sent to: **105 South Hansel Street Bldg. 714, Maxwell AFB, AL 36112. ATTN: Major Joe Curry.**

7. CADET STAFF APPLICATIONS: The following staff positions will be available for bid: flight commander, flight sergeant, and cadet support staff. Around seven or eight flight commander and flight sergeant positions (each) will be available. In addition, a few cadet support staff slots are available for cadets who wish to work in encampment administration or public affairs. Prospective cadet staff must be prepared to present a professional image and work hard. Cadet Staff applications must be received by 16 April 2005. Staff applications should include the following: a completed CAPF 31 (list T-shirt size and desired staff slot in remarks section), a cover letter summarizing your qualifications, and a resume detailing CAP accomplishments. Staff fee will be \$40, and should be included in the staff application. Ensure that an email address is provided in the staff application packet. Applications will be reviewed by a staff selection board; staff slotting decisions will be made based on the cadet's grade, time in service, accomplishments, and previous encampment experience. Follow up phone interviews will be conducted as needed. Cadet staff applications should be sent to **Maj. Michael Long 146 Longwood Trail, Pike Road, AL 36064**

8. SENIOR STAFF APPLICATIONS: Senior members interested in a staff assignment should contact the Encampment Director, jcurry@cap.gov with the positions in which you are interested. Senior staff positions are at a premium and only well qualified applicants will be selected. In addition, a completed CAP Form 31 and a check for \$40 will need to be sent to: **105 South Hansel Street Bldg. 714, Maxwell AFB, AL 36112. ATTN: Major Joe Curry.**

9. EQUIPMENT: A list of the equipment necessary for all personnel follows this order. Any equipment brought that is not listed on the equipment list will be considered contraband and confiscated upon arrival. Do not bring anything not specifically listed. It is recommended that the Cadet pack his or her gear so that it may all be transported with relative ease in a single trip. Any equipment questions should be directed to Maj. Long.

10. GRADE INSIGNIA: As per the CAPR 52-16 that took effect on 01 April 2003, all Cadets attending encampment (Student and Staff alike) will wear their earned grade on their uniforms.

11. PREPARATION: Fort Rucker is a wooded area within which very few buildings are air-conditioned. Thus, all attending the Summer Encampment should adequately prepare their bodies for this environment and the physical nature of the encampment. Drinking plenty of water the week before encampment and refraining from drinking soda as well as frequent exercise sessions in the month preceding encampment will help prepare the individual for the climate of Fort Rucker.

12. CONDUCT: While at the encampment, everyone will be expected to maintain a professional level of conduct becoming of Civil Air Patrol members. The Cadet Honor Code and CAP Core Values will be strictly enforced. Members posing disciplinary problems will be dealt with swiftly and may be sent home, at the expense of the member or their parents, if directed by the Encampment Director.

JOSEPH CURRY, Maj, CAP
Director, 2005 ALWG Encampment

Attachments:

1. Guide for Encampment Preparation
2. Equipment List

GUIDE FOR CADETS PREPARING FOR SUMMER ENCAMPMENT

This guide is published by the Alabama Wing Cadet Programs Office to provide unit commanders, Cadet Programs personnel, parents, and cadets with a basic understanding of what an encampment is, who should attend, why attendance should be stressed, and what should be done to prepare a cadet to attend. Some of this information might change year-to-year and this should be taken into consideration.

WHAT IS AN ENCAMPMENT?

An encampment is a basic introduction to the military way of life and an opportunity to experience leadership from both a follower's and leader's point of view. It is an excellent way of meeting new cadets from throughout the Wing and establishing an esprit de corps among the next generation of cadets.

WHO SHOULD ATTEND AN ENCAMPMENT?

Any cadet who is a current member of CAP as evidenced by the most recent CAP Cadet Monthly Membership Listing (MML) and has not previously attended an encampment. A minimum of squadron training is required to ensure that the cadet understands the basics of CAP customs and courtesies, the basics of CAP drill, and the basics of how to wear the CAP uniform, which will be discussed below.

WHY SHOULD A CADET ATTEND AN ENCAMPMENT?

- It is a requirement to achieve the Billy Mitchell Award.
- It is required for most National and Wing-sponsored special activities.
- It provides an outstanding leadership and training forum for new cadets and new cadet command/staff officers.
- It provides an opportunity to meet other cadets and begin lasting friendships with them.
- It provides an experience (usually on a military base) to show cadets what the military is about and gives the cadets an opportunity to live like military personnel for one week.

WHAT SHOULD COMMANDER DO TO PREPARE CADETS TO ATTEND ENCAMPMENT?

Provide classes on the following topics (see manual references in parentheses):

- CAP customs and courtesies (current Leadership texts)
- Proper wear of the CAP uniform (CAPM 39-1)
- Basic drill maneuvers (drill and ceremonies)
- Personal hygiene and self care (basic first aid, cleanliness).
- Idea of what homesickness is for cadets who have never been away from home. Discuss with him/her the resources available at the encampment (Chaplain, TAC Officers, squadron members)
- Explain to your cadets what it is like to live with little privacy. This can be a shock.

ARE THERE ADDITIONAL SOURCES OF INFORMATION CONCERNING ENCAMPMENTS?

Yes. CAPR 52-16, Chapter 5, as well as the Cadet Programs Office. Cadets and seniors who have attended previous encampments are a great source for information as well as training.

WHAT ARE THE REQUIREMENTS FOR A CADET TO ATTEND AN ENCAMPMENT?

Cadets must have a current membership card, meet grooming standards, and submit the necessary paperwork. All application instructions are detailed at the beginning of this information package.

WHAT ITEMS SHOULD A CADET BRING TO AN ENCAMPMENT?

The list on the next page contains items that all cadets should bring as well as prohibited items. **The staff will secure any prohibited items that are brought to the encampment until the conclusion of the activity.**

ALABAMA WING ENCAMPMENT EQUIPMENT CHECKLIST

- All uniform/equipment requirements are the mandatory MINIMUMS, but you may bring more.
- All items must be marked with your last name and first initial.
- All footwear is to be broken in prior to encampment to prevent foot problems.
- Equipment checks will be conducted upon check-in. Prohibited Items may be confiscated and returned at the end of the activity.
- Any equipment item questions will be resolved by either the Encampment Commandant or Encampment Director

Common Clothing Items

- 4 pair dress socks
- Flight cap with device
- BDU blouse (with appropriate cloth tapes and insignia)
- 4 each black t-shirt
- 1 BDU cover
- 1 pair (minimum) BDU trousers
- 4 pair black boot socks (heavy)
- 1 web belt (BDU), dark blue with black buckle
- 1 blue belt and silver buckle
- 1 set CAP uniform insignia
- 4 white v-neck t-shirts
- 1 minimum (2 suggested) blue blouse
- 1 minimum blue trousers/slacks
- 1 pair black leather low quarters (males)
- 1 pair black, plain-toed oxfords (females)
- 1 pair combat boots
- 1 jacket (civilian or military), dark color
- 1 swimsuit
- 1 pair of gym shoes
- Rain coat/poncho (dark green)
- Sleepwear and/or robe
- PT shorts, gray (above the knee)

Female Items

- 1 blue tab
- Hairpins/rubberbands
- Undergarments sufficient for 7 days

Male Items

- 1 blue Air Force style uniform tie
- 1 athletic supporter
- 4 V-neck white t-shirts
- Undergarments sufficient for 7 days

Personal Items

- 1 set civilian clothes
- Camera/ film/batteries (optional)
- Deodorant
- Toothbrush/Toothpaste
- Soap
- Comb/brush
- Shampoo
- Razor/shaving cream
- 1 pair shower shoes
- 1 minimum wash cloth
- 1 minimum towel
- Feminine hygiene products
- Sunscreen (SPF 15 or higher)
- Flashlight with batteries
- Sewing kit
- Iron
- 1 combination lock
- Shoe shine kit
- Notebook, paper, black pen
- Cadet program binder
- 1 inexpensive wrist watch
- Dirty clothes bag
- VALID CAP ID CARD
- 1 canteen with pistol belt

PROHIBITED ITEMS

- **Tobacco Products of any kind**
- **Alcoholic Beverages**
- **Lighters, Matches, or fireworks**
- **No Food items**
- **No Electronic Entertainment Devices**
- **Knives or other weapons (other than small pocketknife)**
- **Prescription and all over -the-counter medications must be turned into the Encampment Medical Officer**